

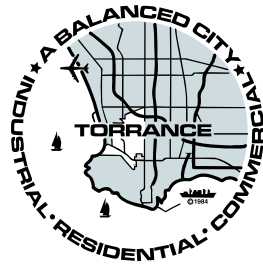
The City

Located in Los Angeles County's South Bay, Torrance borders the Pacific Ocean and beach communities to the west and the Palos Verdes peninsula to the south. Ideally situated near the 405 (San Diego) freeway and 20 minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a beachfront and the Madrona Marsh, a fresh-water habitat. Torrance is within a 45-minute drive of many major Southern California attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of nearly 147,000 and is the 12th largest city in California. Torrance is a full-service city with an annual budget in excess of \$200 million and a staff of over 1600 in 14 departments. The City has a council-manager form of government with an elected mayor and six council members.

The area enjoys a pleasant year-round climate with warm temperatures, gentle sea breezes and low humidity. The City boasts 46 parks and recreation amenities and six public libraries. The 502-seat James Armstrong Theatre in the Torrance Cultural Arts Center is an excellent venue for professional and local productions.

The community's population is culturally rich with an estimate of more than 80 languages spoken in local schools. Contributing to this diversity are such world-class international companies as Toyota Motor Sales U.S.A., American Honda Motor Company, Hi-Shear Corporation, Robinson Helicopter, Honeywell, Panasonic, and Virco Manufacturing, each of which call Torrance Home. Four major shopping centers are located in Torrance, including Del Amo Fashion Center, one of the largest shopping centers in the world.



City of Torrance

Human Resources Department
Recruitment & Selection Division
3231 Torrance Blvd.
Torrance, CA 90503

Job Hotline: (310) 618-2969
Phone: (310)618-2915
Fax: (310) 618-2927
Web Site: www.TorranceCA.Gov
E-mail: jobinfo@TorranceCA.Gov

City of Torrance

PUBLIC SAFETY DISPATCHER

Lateral
Job Code 10017305



**Visit our website at
www.TorranceCA.Gov**

PUBLIC SAFETY DISPATCHER

LATERAL (JOB CODE 10017305)

The City of Torrance is seeking experienced Public Safety Dispatchers to operate communication systems utilizing radio, telephone and computer equipment to receive 911 emergency and routine calls requesting police or fire services and provide information to the public.

Requirements

- Graduation from high school or equivalent.
- Two years of continuous employment as a Dispatcher or Communications Operator (in Police or Fire) in the State of California within the last three (3) years.

Desirable Candidate

In addition to the requirements, a **desirable** candidate will possess:

- the ability to remain calm, have a clear and controlled voice, think quickly and logically in emergency situations, handle multiple tasks simultaneously and learn quickly.
- the knowledge to operate a computer keyboard by touch.
- possession of Peace Officer Standards and Training (POST) Public Safety Dispatcher Certificate AND Emergency Medical Dispatch (EMD) certification.

Examples of Duties

- Dispatches personnel to scene of reported incidents, or to back up personnel requesting assistance.
- Exercise considerable judgment in dispatching deployed units, emergency resources and equipment.
- Provides personnel in the field with information relating to subjects, vehicles and property in order for field personnel to determine the appropriate action to be taken.
- Receives incoming calls for City Hall and the department in order to screen emergency calls from routine business calls.

Salary and Benefits

The salary range is **\$3956 to \$5566 per month**. Experienced Dispatchers with EMD and POST certificates can earn up to **\$73,472** annually.

Benefits include:

- Night shift differential pay, 5% for swing shift and 7-1/2% for graveyard shift.
- 5% premium pay for acquiring and maintaining an Emergency Medical Dispatch (EMD) certificate, 5% for acquiring and maintaining POST Dispatch certificate, 5% while assigned to training duties, \$50 per month for bilingual pay.
- 100% City-paid retirement under the Public Employees Retirement Systems (PERS) 2% @ 55.
- Coverage for Family Health plan, Dental and Vision care.
- Flexible Benefits program which provides tax-free options for additional medical, dental and child care expenses.
- Deferred Compensation Program.
- Sick Leave, Vacation and Holiday Pay.

Selection Process

Applications will be reviewed and only those candidates whose training and experience best meet our requirements will be invited to the examination.

Examinations will be conducted on a periodic basis depending on the needs of the City and the number of applicants.

The examination will consist of a written test (qualifying) and interview (weighted 100%) which will evaluate the candidate's background, training, experience, and fitness for the position.

The written test will be **WAIVED** for candidates who possess a valid Peace Officer Standards and Training (POST) Public Safety Dispatcher Certificate which must be presented at time of application.

*For candidates who possess a valid POST certificate and submit their applications by 5:30 p.m., Friday, February 5th, 2010, interviews are tentatively scheduled for Tuesday, February 16th, 2010.

Application Procedures

Applications are being accepted on a continuous basis. Application forms are available at the Personnel Services Building, 3231 Torrance Blvd. in Torrance. You may also call (310) 618-2969 to receive an application by mail or apply on-line at www.TorranceCA.Gov.

Special Notes

Names of candidates will be retained on the eligible list for a period of three months. Applicants may test for Public Safety Dispatcher only once in a twelve month period.

If you have questions regarding this position, you may contact Lieutenant Mike Jezulin at mjezulin@TorranceCA.Gov.

As a condition of employment, candidates must pass a pre-employment medical examination.

Candidates successful on all parts must pass a background check which will include job and personal references, arrest records, credit history, and use of controlled substances, psychological evaluation and polygraph test before being hired.

In accordance with the Memorandum of Understanding between AFL-CIO Local 1117, AFSCME, and the City of Torrance, new employees covered under that memorandum shall become members in good standing or pay the required service fee to Local 1117.

Applicants with disabilities who require special testing arrangements **must** contact the Human Resources Department **prior** to the final filing date.

Candidates must obtain and maintain a valid Public Safety Dispatcher POST and Emergency Medical Dispatch Certificate within one (1) year of hire.

You must be available to work rotating shifts, including day, evening, graveyard, weekends and holidays.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

1/26/10 TO